



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 12451.6  
BUMED-09  
9 Jul 1999

BUMED INSTRUCTION 12451.6

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) RECOGNITION AND  
AWARDS PROGRAM FOR CIVILIANS

Ref: (a) SECNAVINST 12451.3  
(b) 5 CFR 451  
(c) DoD Directive 1400.25-M, subchapter 451  
(d) DON HR Guide No. 451-01  
(e) BUMEDINST 12451.4A

Encl: (1) BUMED Recognition and Awards Guide (BRAG)

1. Purpose. To provide policy and procedures for establishing and implementing BUMED's Recognition and Awards Program to acknowledge the positive performance and contributions of individual civilian staff members, groups, or teams.

2. Scope. This program applies to General Schedule (GS) and Federal Wage System (FWS) personnel employed at Headquarters, BUMED. This instruction covers authorized formal and informal awards and recognition for Civil Service employees, except for beneficial suggestions. Where noted, other instructions detail the policy and procedures for nominating and selecting individuals for specific recognition.

3. Background. References (a) through (e) provide direction and guidance for the development of an awards and recognition program and eligibility requirements and processing procedures for awards for Department of Navy Civil Service employees.

4. Policy. BUMED will maintain a Recognition and Awards Program that establishes a supportive environment in which employee performance, accomplishments, contributions, or service by an individual, team, or group is acknowledged in a timely and appropriate manner. Enclosure (1) provides a guide and toolkit for managers, supervisors, and staff to use to appropriately reward and recognize BUMED civilian employees. The entire BUMED staff is encouraged to participate fully in this program by

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appropriately acknowledging or recommending for acknowledgement individuals, teams, or organizational groups deserving recognition for their contributions or service to BUMED and the accomplishment of its mission.

5. Process

a. Impact cards (credit cards) will not be used for awards.

b. Award and recognition recommendations should be made as soon after the accomplishment of an event or milestone as possible.

c. Awards and recognition recommendations should be initiated and processed via the chain of command, in a timely manner.

d. Award recommendations for a cash award must be forwarded via the chain of command and the Fiscal Office to the Chief of Staff for approval. The Head of Fiscal, who maintains and controls a centrally managed BUMED award funds account, will verify the availability of funds before forwarding the award to the Chief of Staff for approval.

e. Each cash award recommendation must include a Request for Personnel Action (SF 52) indicating the amount of the award.

f. It is highly recommended each award or recognition recommendation be accompanied with a letter or memorandum of appreciation addressed to the recipient, briefly stating the reason or circumstances for the award or recognition.

g. A BUMED Civilian Awards Board will be established and appointed by the Chief of Staff to review, advise, and provide recommendations regarding those awards designated for their assessment and any recommendations for those awards.

6. Responsibilities

a. Chief and Deputy Chief, BUMED, shall:

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(1) Approve or disapprove any awards for which they have approval authority.

(2) Coordinate, with recommendation of concurrence or non-concurrence, on awards that require higher authority approval.

(3) Preside over awards presentation ceremonies, as appropriate.

b. Assistant chiefs, corps chiefs, and equivalent managers shall:

(1) Approve or disapprove any awards for which they have approval authority.

(2) Coordinate, with recommendation of concurrence or non-concurrence, on awards that require higher authority approval.

(3) Preside over awards presentation ceremonies, as appropriate.

(4) Monitor award and recognition activity within their organization.

c. The Chief of Staff shall:

(1) Be responsible for the overall implementation of the recognition and awards program.

(2) As needed, appoint and approve any boards to administer, select, approve, or monitor award nominations and selection.

(3) Approve or disapprove any awards for which he has approval authority.

(4) Coordinate, with recommendation of concurrence or non-concurrence, on awards that require higher authority approval.

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(5) Sign SF 52s for any approved awards requiring personnel action.

(6) Preside over awards presentation ceremonies, as appropriate.

d. Second level supervisors and other managers within the chain of command shall:

(1) Be mindful of employee performance and ensure appropriate recognition is accorded them.

(2) Approve or disapprove any awards for which they have approval authority.

(3) Coordinate, with recommendation of concurrence or non-concurrence, on awards that require higher authority approval.

(4) Preside over awards presentation ceremonies, as appropriate.

e. First level supervisors shall:

(1) Be mindful of employee performance and ensure appropriate recognition is accorded them.

(2) Approve or disapprove any awards for which they have approval authority.

(3) Coordinate, with recommendation of concurrence or non-concurrence, on awards that require higher authority approval.

(4) Preside over awards presentation ceremonies, as appropriate.

(5) Monitor award and recognition activity within their organization.

f. Head of fiscal shall:

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(1) Provide award and recognition funding within the BUMED funding and budgetary process.

(2) Maintain and control a central BUMED civilian awards fund account.

(3) Review, coordinate, and forward award recommendations as appropriate for command coordination and signature.

(4) Ensure appropriate documentation is forwarded as required to Human Resource Office (HRO) to ensure awards and recognition are properly annotated in employees official personnel file.

(5) Ensure civilian Length of Service Awards are processed and presented in a timely manner, typically within the quarter following the milestone achievement.

g. Employees shall:

(1) Appropriately recognize coworkers for their accomplishments, assistance, or service.

(2) Nominate colleagues and recommend staff members for recognition as appropriate.

(3) Document own accomplishments through self-evaluation at performance evaluation time.

  
R. A. NELSON

## INTRODUCTION

### ORGANIZATION OF THIS GUIDE

This first section provides an introduction and a philosophy and thoughts on providing recognition to employees. The second and third sections provide some thoughts on "feedback" and a discussion on choosing an award.

The fourth section provides a matrix of the awards and recognition package developed for BUMED civilian employees. The matrix provides, in a descending, relative order of importance, the name of the award, a brief description, the approving official, what the award consists of, a brief statement of eligibility, the average time for approval within BUMED, and the recommended presenter of the approved award. This section gives a broad perspective of the full range of awards and recognition available to reward and acknowledge civilian employees.

The fifth section is a more detailed summary of the individual awards and recognition. There is an "Award Summary" for each award or recognition. Each summary sheet provides the name of the award, any references, a summary of justification for earning the award, eligibility criteria, required documentation, the approving official(s) and levels of approval, the approval process, and what the award is. In addition to the "Award Summary" sheet, where appropriate, samples of justifications, citations, applicable forms, cover letters, etc., are provided.

The sixth section provides suggestions and ideas of ceremonies and methods of celebrating for BUMED or individual offices to present, recognize, and celebrate the accomplishments of employees.

PURPOSE. The purpose of this guide is to:

1. Provide a single reference source to guide BUMED staff in recognizing and celebrating the many outstanding successes and accomplishments of members of the BUMED community.
2. Emphasize the importance and value of recognizing the staff.
3. Summarize the requirements and processes for rewarding and recognizing the BUMED staff.
4. Suggest a number of available alternatives to recognize and reward BUMED staff.

### BACKGROUND

Recognition for a job well done is the top motivator of employee performance. Everyone wants to be appreciated for their hard work, good deeds, outstanding accomplishments, and noteworthy achievements. Positive reinforcement – rewarding behavior you want repeated – has again and again been proven to be the most effective tool a manager or supervisor has. What tends to motivate people to perform at higher levels and to maintain a high level of performance is thoughtful, personal recognition that signifies true appreciation for a job well done.

This guide delineates the numerous possibilities available to all BUMED staff, but particularly supervisors and managers, for recognizing and rewarding others. It provides a source for assisting in determining the best recognition or reward for a specific situation. It stresses the significance and value of recognizing staff and emphasizes the importance BUMED management places on staff recognition.

## PHILOSOPHY

The attraction, cultivation, and retention of a quality staff are high priorities within BUMED. Our people are our most important resource; and, as such, deserve to be continually recognized for their achievements and rewarded for their accomplishments, both as individuals and as members of a group or team. They deserve and are entitled to a positive environment in which they are properly compensated for the work they perform. Recognition needs to be a positive experience that reinforces the quality work of our quality staff.

Recognition takes many forms and can be done in many ways. It is not just supervisors recognizing valued subordinates; but also peers recognizing each other and subordinates recognizing good managers. With this in mind, there are numerous opportunities and options available to BUMED to celebrate, recognize, and reward deeds and accomplishments. This guide was developed to introduce a number of those methods.

## RECOGNITION GUIDELINES

"Recognition— saying thank you in public and perhaps giving a tangible gift along with the words— has multiple functions beyond human courtesy. To the employee, recognition signifies that someone has noticed and someone cares. What is the point of going all out to do something special if no one notices and it does not seem to make a whit of difference? To the rest of the organization, recognition creates role models—heroes—and communicates standards: these are the kinds of things that constitute great performance around here."<sup>1</sup>

The following are some guidelines for successfully recognizing individuals or teams:

- Guide 1: Emphasize success rather than failure. (You tend to miss the positive if you are busily searching for the negatives.)
- Guide 2: Deliver recognition and reward in an open and publicized way. (If not made public, recognition loses much of its impact and defeats much of the purpose.)
- Guide 3: Deliver recognition in a personal and honest manner.
- Guide 4: Tailor your recognition and reward to the unique needs of the people involved.
- Guide 5: Timing is crucial. (Reward contribution close to the time an achievement is reached.)
- Guide 6: Strive for clear, unambiguous and well-communicated connection between accomplishments and rewards. (Be sure people understand why they receive awards and the criteria used to determine awards.)
- Guide 7: Recognize recognition. (Recognize people who recognize others for doing what is best for the command.)

Employees typically place a high value on getting information about their job, their performance, and how the office or command is doing. When that communication is personal and timely, it is all the more highly valued. Positive written communication has consistently been found to be very important in motivating employees.

<sup>1</sup>/ Rosabeth Moss Kanter from "1001 Ways to Reward Employees" by Bob Nelson

## DEFINITIONS

Award/Reward – While some draw a distinction between the two, for purposes of this Guide, they mean the same. An award or reward is something that is granted or given to an individual or group based on merit. Generally an award refers to a medal, decoration, or certificate. A reward is generally something that has an extrinsic value, such as a cash award or time off.

Formal recognition – This type of recognition generally involves a more structured review and approval process, requiring more documentation and justification, and has a more ritualistic presentation ceremony. Generally, it recognizes a number of achievements accomplished over a period of time.

Informal recognition – This recognition tends to be more spontaneous; be accomplished with minimal planning; and involves less of a structured review, approval, and awarding process. Generally used to recognize a single achievement accomplished in a short period of time.

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"A WORD ABOUT FEEDBACK"

- Feedback is something every employee wants and needs. Feedback is something we can give freely and abundantly. Yet, feedback is something that we tend to give sparingly and generally at some cost.
- Feedback is something that can build and improve quality and performance. Feedback is something that can reinforce and solidify. Yet, feedback is something that generally has the effect of tearing down and destroying.
- Feedback is something that can be positive and constructive. Feedback is something that can encourage and reward. Yet, feedback is something that often tends to be critical and a "turn-off."
- Feedback is something that can take many forms and fashions. Feedback is something that can be done often and effortlessly. Yet, feedback is something that we tend to express infrequently and then in one of two forms—criticism or silence.

While we all recognize we want and appreciate positive recognition (feedback) for "a job well done," most of us fail to remember that others feel the same. They want and appreciate feedback too. We often fail to understand and to use the potential power of recognition to encourage others. Many studies have revealed that, while money is important and a strong motivator in its own right, what tends to truly motivate people to perform and to perform at higher levels is genuine, thoughtful appreciation that recognizes efforts and achievements.

Every day presents many opportunities for each of us to "recognize" others. A simple "thank you" or "well done" for a completed report or point paper acknowledges the person's effort. A short note or e-mail (with a copy to the individual's supervisor) acknowledging the receipt of requested information, reinforces good customer service. A letter of appreciation, sent through the individual's chain of command, for extra effort that is above and beyond the scope of the person's job or for completing a significant project, recognizes the individual's participation and input. A certificate for participating on a team or a volunteer project recognizes the value added of that individual's involvement. A mention in a staff meeting about an office or section achieving a milestone or finishing a major task, acknowledges their efforts to meeting the overall command mission. Of course this needs to be passed on to the individual members of the office or section. A visit to employees' spaces from a supervisor or management official (Assistant Chief, Deputy, etc.), just to "see how things are going," to check on office conditions, or to present letters of appreciation or other recognition, demonstrates management's concern for individuals and shows they are not forgotten. All of the above are positive reinforcements that cost no more than a few minutes of your time, but pay huge dividends in reinforcing the behavior you want continued and encouraging more of the same.

It should be a goal of everyone to provide some sort of positive feedback at least once every day. Each of us, upon receiving recognition (feedback), should make the extra effort to "pass it on" by acknowledging someone else's work or accomplishment. If this was done, think what an even greater place this would be to work.

And it can all start with a simple "Thank You."

### CHOOSING AN AWARD

An individual wishing to recognize a team effort or another individual needs to first determine what level of recognition or award is merited by the contribution. Any individual can and should take frequent and full advantage of the range of "informal" recognition available. Generally, recommendations for higher recognition in the form of an award are referred to the performer's supervisor or the manager responsible for the chartering or oversight of a group or team.

It is up to the supervisor and management to decide what award or combination of awards matches the accomplishment, deed, service, etc. Awards should be based on the tangible or intangible benefits involved. A supervisor should decide which award(s) is (are) appropriate and write a recommendation that makes it clear why the team, group, or individual deserves the award and how the contribution has benefited the organization. This should be specific enough to allow a reviewer to assess a dollar value if possible.

Letters of Appreciation or Commendation are excellent ways to formally recognize effort, accomplishment, action, or service. For repeated efforts or achievements or for more significant accomplishments, actions, or service, time off or cash awards should be considered.

Special Act Awards are those awards for a group, team, or individual used to recognize a contribution either within or outside normal job responsibilities such as an exemplary accomplishment, professional achievement, act of heroism, or resource savings improvement. A Special Act is normally a cash award, with the amount based on the contribution's benefit (tangible or intangible) to the organization. The value associated with an award should be based on a combination of the tangible or intangible benefit(s) derived from the recipient's efforts and the scope of its impact (e.g., local, command wide, Navy wide, DoD, etc.).

Special Act Awards are divided into two "categories": (1) Special Act, which are valued at \$5,001 and up, and require the Chief's or higher approval, and (2) Quality Recognition, which are valued up to \$5,000, and require the Chief of Staff approval.

Honorary Awards include a broad range of awards for significant contributions, specific accomplishment, or length of Government service. They include DON-wide, DoD-wide, and Government wide awards. Most are non-monetary, although some do include a cash award. Honorary Awards also include specific employee accomplishments, such as being selected as employee of the quarter or supervisor of the year.

Further information about the purpose and use of a specific award is indicated within the facts provided on the summary sheet and subsequent information and examples for each specific award.

BUMED CIVILIAN AWARD AND RECOGNITION MATRIX

AWARD	DESCRIPTION	APPRVNG. OFFICIAL	AWARD CONSISTS OF	ELIGIBILITY	AVERAGE BUMED PROCESS TIME	RECOMMENDED PRE-SENDER
DoD Service Awards	Honorary awards authorized by SECDEF to confer on a DoD civilian employee	SECDEF	Medal set, citation, and certificate	See HRO for criteria and guidance.	30 days	Chief, BUMED
Navy Distinguished Civilian Service Award	Highest honorary award SECNAV can confer on a DON civilian employee	SECNAV	Medal set, citation, and certificate	Employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. The achievements or service must be truly exceptional when measured against the position requirements of the individual and should far exceed the contributions and service of others with comparable responsibilities.	30 days	Chief, BUMED
Navy Superior Civilian Service Award	Highest honorary award Chief, BUMED, can confer on a DON civilian employee	Chief, BUMED	Medal set and certificate	Employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. The achievements or service must be exceptional when measured against the position requirements of the individual and should significantly exceed the contributions and service of others with comparable responsibilities.	30 days	Chief, BUMED
Navy Meritorious Civilian Service Award	Highest honorary award which the Head of an activity may confer on a civilian employee of the component.	Chief, BUMED	Medal set and certificate	Employees who have distinguished themselves through contributions of major significance and/or extraordinary service to the Navy. The achievements or service must be high in value and/or benefit when measured against the position requirements of the individual and should exceed the contributions and service of others with comparable responsibilities.	30 days	Chief, BUMED
Special Act Awards (\$5,001 through \$25,000) (Awards over \$25,000 require approval by The President)	To recognize an individual or group achievement (1) within normal job responsibilities, but above and beyond commonly expected performance, or (2) outside of normal job responsibilities.	Chief, BUMED (thru \$7,500) SECNAV (thru \$10,000) OPM (thru \$25,000) The President (over \$25,000)	Cash award, based on tangible and intangible benefits to BUMED, and certificate	All civilian employees, groups, or teams who have produced a BUMED wide tangible or intangible benefit or achievement, of a non-recurring nature, connected with official duties or in the public interest.	30 days	Chief, BUMED

# **BUMED CIVILIAN AWARD AND RECOGNITION MATRIX**

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<b>AWARD</b>	<b>DESCRIPTION</b>	<b>APPRVNG. OFFICIAL</b>	<b>AWARD CONSISTS OF</b>	<b>ELIGIBILITY</b>	<b>AVERAGE BUMED PROCESS TIME</b>	<b>RECOMMENDED PRE-SENDER</b>
Chief, BUMED's Award	To recognize superior professional achievements having significant connection and value to the immediate mission of BUMED.	Chief, BUMED	Citation and Plaque	Any civilian on the BUMED staff who has demonstrated superior professional achievement, sustained or short term, or other accomplishment having significant connection and value to the immediate mission of BUMED. (The occasion of transfer, retirement, personal or scholastic achievement, in and of themselves, are not sufficient to warrant this award.)	30 days	Chief, BUMED
Quality Step Increase	To recognize sustained high quality performance at a level that substantially exceeds an acceptable level of competence.	Assistant Chief	One step increase in pay	An employee who receives the highest available rating and demonstrates sustained performance of high quality significantly above that expected of the incumbent of the position.	30 days	Asst Chief
Civilian of the Quarter/Year	To officially recognize the efforts of individuals who demonstrate exceptional performance.	Chief, BUMED	Letter of Commendation, Plaque, Cash Award and Time Off	A GS 02 through GS 12 or WG 1 through WG 12 employee employed at BUMED for at least 6 months having an acceptable performance evaluation who have demonstrated excellent performance.	Call issued quarterly	Chief, BUMED
Civilian Supervisor of the Year	To officially recognize the civilian supervisor who best practices and accomplishes supervisory knowledge, skills, and abilities, demonstrating exceptional performance in their role as a supervisor.	Chief, BUMED	Letter of Commendation, Plaque, and Time Off	A civilian supervisor employed by BUMED at least 6 months having an acceptable performance evaluation who has demonstrated exceptional supervisory skills and ability.	Call issued yearly	Chief, BUMED
Quality Recognition Award (up to \$5,000)	To recognize a one-time, short term, or sustained individual or group effort. It is a special act award designed to provide immediate reinforcement for exceptional performance by an individual or group that benefits the local workplace or the command.	Chief of Staff	Cash award and certificate	An employee, group, or team whose contribution(s) results in quality service, a beneficial accomplishment to BUMED or its mission, or a significant achievement in the immediate workplace.	15 days	Asst Chief

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## BUMED CIVILIAN AWARD AND RECOGNITION MATRIX

AWARD	DESCRIPTION	APPRVNG. OFFICIAL	AWARD CONSISTS OF	ELIGIBILITY	AVERAGE BUMED PROCESS TIME	RECOMMENDED PRE-SENDER
Time Off Award	To recognize immediately one-time and short term efforts. Or to recognize a superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of BUMED operations.	Approval depends on amount of time off to be awarded.	An excused absence granted without charge to leave or loss of pay	A staff member whose contributions result in service which is beneficial to BUMED and its mission and worthy of formal recognition and reward.	15 days	Supervisor
Chief, BUMED Letter of Appreciation	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Chief, BUMED	Letter	A staff member whose contributions result in service which is beneficial to BUMED and its mission and worthy of formal commendation or appreciation.	20 days	Chief, BUMED; Deputy Chief, BUMED; or Asst. Chief
Asst. Chief or Supervisory Letter of Appreciation	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Assistant Chief, Supervisor, or Manager	Letter	A staff member whose contributions result in service which is beneficial to BUMED and its mission and worthy of formal commendation or appreciation.	1 week	Asst. Chief or Supervisor
Pat-On-The -Back Note	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Anyone	"Pat-on-the-Back" Route Sheet	A staff member whose noteworthy performance or accomplishment provided service to an individual or group worthy of recognition or acknowledgement.	Immediate	Anyone
E-Mail	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Anyone	E-Mail	A staff member whose efforts provided service to an individual or group worthy of recognition or acknowledgement.	Immediate	Anyone
"Thank You" Notes	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Anyone	Note card	A staff member whose efforts provided service to an individual or group worthy of recognition or acknowledgement.	Immediate	Anyone
Write-on Boards	To acknowledge immediately the effort, accomplishment, action, service, or deed of an individual.	Anyone	Acknowledgement on Lobby Boards	A staff member whose efforts provided service to an individual or group worthy of recognition or acknowledgement.	Immediate	Anyone

# **BUMED CIVILIAN AWARD AND RECOGNITION MATRIX**

<b>AWARD</b>	<b>DESCRIPTION</b>	<b>APPRVNG. OFFICIAL</b>	<b>AWARD CONSISTS OF</b>	<b>ELIGIBILITY</b>	<b>AVERAGE BUMED PROCESS TIME</b>	<b>RECOM-MENDED PRE-SENER</b>
Career Service Certificate (Length of Service)	To recognize an employee for reaching a milestone of years of civil service.	Chief, BUMED	Certificate and Pin	Any employee who has been employed for the requisite number of years (5-year increments).	Quarter following milestone	Chief, BUMED
Retirement Certificate (& spousal certificate)	To recognize an employee upon their retirement from government service.	Chief, BUMED	Certificate and Pin	Any employee who is retiring.	20-30 days	Chief, BUMED
Deputy Chief's Trophy	To reward teamwork and recognize the value or benefits of the efforts of a BUMED organizational group or permanently established team.	Deputy Chief, BUMED	Traveling Trophy and Permanent Certificate	Any BUMED organizational element (i.e. section, division, single digit code, etc.) or permanently established team (e.g. CAT, CCD, Deputies' Council) whose efforts set a high standard for innovation, creativity, professionalism, or achievement that had a significant impact on the BUMED mission or improvement of quality of life.	2 weeks (presented quarterly)	Deputy Chief, BUMED

AWARD SUMMARY

NAME OF AWARD: DoD Distinguished Civilian Service Award (DCSA).

REFERENCE: N/A.

JUSTIFICATION FOR AWARD:

The DoD DCSA is the highest honor conferred by the Secretary of Defense on DoD employees. Bestowal of this award is to recognize employees whose achievements or Government service reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of the Department of Defense. (Five to seven awards are granted annually.)

The achievement or service must be considered so exceptional it warrants recognition above and beyond that which may be granted by the Department of Navy. Awards are given in two categories: (1) to employees whose contributions are in the scientific field and (2) to employees whose accomplishments are in fields other than scientific.

The candidate for this award must meet one of the following criteria:

1. They must have previously received the Navy DCSA; or
2. They must have made a recent contribution which is considered clearly of a caliber superior to the criteria for the Navy DCSA; or
3. They must have made an exceptional contribution which has benefited a military department other than the Department of the Navy.

ELIGIBILITY: Any civilian employee of BUMED.

REQUIRED DOCUMENTATION: (see HRO for details)

1. Biographical data.
2. Basis for nomination.
3. Citation.
4. Synopsis (one page).
5. Photograph of nominee.

APPROVING OFFICIAL: Secretary of Defense.

APPROVAL PROCESS: Prepare the proper documentation and write up. Submit the award package via the chain of command.

PROCESSING TIME: Nominations normally are due in spring. Within BUMED allow at least 30 days. Allow at least additional 60 days for SECNAV and SECDEF approval.

AWARD: A medal, rosette, and certificate with citation.

AWARD SUMMARY

NAME OF AWARD:

DON Distinguished Civilian Service Award (DCSA)  
DON Superior Civilian Service Award (SCSA)  
DON Meritorious Civilian Service Award (MCSA)

REFERENCE: N/A.

JUSTIFICATION FOR AWARD:

The DCSA is to be granted only to those employees who have distinguished themselves through contributions of major significance or extraordinary service to the Navy. The achievements or service must be truly exceptional when measured against the position requirements of the individual and should far exceed the contributions and service of others with comparable responsibilities. Further the DCSA should be reserved for contributions which are so unusual or significant that recognition at the Secretary of Navy level is deserved.

The SCSA justification criteria are the same as the DCSA. However, contributions, while exceptional in value, would be narrower in scope or impact (e.g., accomplishment that is significant and has far-reaching major command wide impact).

The MCSA justification criteria are the same as the DCSA. However, contributions, while high in value, are more limited in scope or impact (e.g., accomplishment should be significant and have far-reaching impact, but less than the SCSA).

ELIGIBILITY: Any civilian employee of BUMED.

REQUIRED DOCUMENTATION:

PART I. Nominee's name, position title, series, grade, and employing organization. Description of employee's current job responsibilities. Career history including Federal and non Federal employment. Education. Published papers, articles, or books. Inventions. Participation in professional and civic organizations. Awards.

PART II. Narrative justification (not to exceed two pages) based on either (1) service or long term performance or (2) specific accomplishments or achievements.

PART III. Proposed citation (state the nominee's name exactly as it should appear on the certificate). State clearly, accurately, and in non technical language the reason for granting the award. Meet the printing requirement of being typed in a space not to exceed 75 typewritten characters (pica type) across the page and not to exceed 12 lines in length.

APPROVING OFFICIAL:

DCSA:	Secretary of the Navy.
SCSA & MCSA:	Chief, BUMED.

APPROVAL PROCESS: Prepare the proper documentation and write up. Submit the award package via the chain of command.

PROCESSING TIME: Within BUMED at least 30 days. Allow at least an additional 30 days for SECNAV approval of DCSA.

AWARD:

DCSA:	Medal set, citation, and certificate.
SCSA & MCSA:	Medal set and certificate.

Sample Citations

DISTINGUISHED CIVILIAN SERVICE AWARD

For distinguished service as the Deputy Director of Programs and as Deputy Comptroller of the Bureau of Medicine and Surgery. Mr. Gene Yuss was the senior executive for the Navy's Health Administration Program, financial management, and operating procedures, and for the Corporate Management Program's managerial, financial, and data processing operations. He was the Navy's recognized expert in the operations and management of the Navy's health support organizations. Mr. Yuss' aggressive leadership and superb technical accomplishments over 15 years resulted in a Navy-wide organization and operation that provided first-rate support to the fleet. His enthusiasm, unusual creativity, and total devotion to duty reflect great credit upon himself and are in keeping with the highest traditions of the Department of the Navy.

DISTINGUISHED CIVILIAN SERVICE AWARD

For distinguished performance as the Deputy Director of the Plans and Management Department from 1 June 1998 to 1 June 2001. Ms. Sue Preem skillfully guided the endeavors of more than 200 military and civilian personnel in a Bureau of Medicine and Surgery Headquarters organization that directly increased the medical readiness and strategic mobility of the Navy's health providers. Through incisive leadership, technical prowess, and consummate persistence, she orchestrated a diverse and powerful mixture of resources into a dynamically responsive support organization. Her accomplishments in this highly responsible and demanding position are indicative of her ceaseless commitment to excellence and reflect great credit upon herself, the Bureau of Medicine and Surgery, and the Department of the Navy.

Sample Package

NAVY SUPERIOR CIVILIAN SERVICE AWARD

12451  
(Office Code)  
date

MEMORANDUM

From: MED-01  
To: MED-00  
Via: (1) MED-94D  
(2) MED-09B  
(3) MED-09

Subj: SUPERIOR CIVILIAN SERVICE AWARD FOR MS. IMA X. AAMPLE

Ref: (a) CCPOWASHDCINST 1245 1.1B

Encl: (1) Award Justification  
(2) Citation

1. Ms. Ima X. Aample has performed her duties and fulfilled her responsibilities as the Deputy Director, Budget Accounting and Statistics Division in an exemplary manner. Under her guidance and with her contributions, the Resource Management Department and, especially, her Division, has accomplished some critical tasks and become recognized as a financial technology leader within the DoD medical community.
2. Enclosure (1) provides justification for recommending Ms. Aample for the Superior Civilian Service Award. A proposed citation for this award is provided at enclosure (2).
3. Point of contact for this award is Ms. I. Deal, who can be reached at 555-1234.

I. M. BOSS

Sample Justification

NAVY SUPERIOR CIVILIAN SERVICE AWARD

SUPERIOR CIVILIAN SERVICE AWARD  
JUSTIFICATION FOR  
MS. IMA X. AAMPLE

Ms. Ima X. Aample is strongly recommended for the Civilian Superior Service Award for her exceptional performance while serving as the Deputy Director, Budget Accounting and Statistical Division. Ms. Aample pursued all tasks with diligence and displayed great leadership, superb management skills, and total dedication to excellence. She consistently performed at a superior level, making significant contributions to the successful attainment of important improvements and command mission accomplishment. Her excellent leadership skills, together with organizational and administrative abilities, resulted in numerous noteworthy achievements exemplified by the following:

- Responsible for funds allocation and appropriations totaling more than \$2.1 billion at activities world wide; she developed comprehensive, concise tracking methods. She was able to provide critical resource information to senior decision-makers quickly and accurately. Her knowledge of the resource allocation process enabled her to precisely track the claimancy's financial status in both the budget execution year and prior years.
- Oversight of the \$3 billion claimancy accounting operations which consistently provided timely and accurate reports and has been used as the benchmark for accuracy and clarity by both NAVCOMPT and the Assistant Secretary of Defense (Health Affairs) (ASD(HA)).
- Participated as the resource management representative, in a multi-disciplinary work group that evaluated health care alternatives at Naval Hospital, Millington. This group analyzed various methodologies for predicting health care costs in areas currently served by small hospitals. Ms. Aample personally presented the findings to the Surgeon General. The recommendations of this group were accepted for implementation.
- Produced over 25 analyses which addressed utilization patterns of the 8 million world wide medical eligible beneficiaries. Each Service's Surgeon General and senior executives at ASD(HA), used the results to enforce and manage a utilization management program that equitably distributed \$300 million in budget reductions.
- As Navy Medicine's representative on committees and working groups in participation with ASD(HA), she was recognized as a leader in developing relationships among the members which resulted in significant improvement of forecasting financial and manpower requirements. Her efforts resulted in a reduction of over \$20 million in CHAMPUS requirements during FY 1997.
- Directed the development and submission of the FY 1995 year end Quan/Qual report resulting in a billet file that was not only balanced, but balanced at the program element and AG/SAG levels of aggregation and ahead of the deadline. Claimancy 18 was the only Navy claimant that ended the year "in balance."

Ms. Aample's many contributions to the mission of the BUMED and the Navy medical community are truly exceptional and reflect the highest standards of excellence. Her exemplary performance reflects great credit on her and are in keeping with the highest traditions of the Department of Navy. She is most deserving to be recognized by the Civilian Superior Service Award.

Sample Citation

NAVY SUPERIOR CIVILIAN SERVICE AWARD

DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting the Superior Civilian Service Award to

MS. IMA X. AAMPLE

for services as set forth in the following

CITATION:

For superior service while serving as the Deputy Director, Budget Accounting and Statistical Division, Resource Management Department, Bureau of Medicine and Surgery, Washington, D.C., from 1 January 1991 through 30 September 1995. Your unique combination of administrative experience, unwavering attention to division goals and your ability to manage detail while not losing sight of the mission enabled you to make outstanding contributions to the success of the Bureau of Medicine and Surgery during a critical period of limited resources. As resource management representative for a multi-disciplinary work group, your organizational ability and farsighted knowledge of Navy medical health care costs enabled this high level meeting to be carried off with universal satisfaction of the participants and of the Navy medical community at large. Your leadership also has been indispensable, each year, to the timely organization and presentation of the annual Bureau of Medicine and Surgery budget allocation and appropriation of funding to the field activities. Your executive skills and abilities have made a tremendous impact on Navy Medicine and are richly deserving of recognition. On behalf of the command, the Navy Medical Department, and the United States Department of the Navy, I extend my sincere appreciation for a job well done.

FLAG OFFICER  
Vice Admiral, Medical Corps  
United States Navy

BUMEDINST 12451.6  
9 Jul 1999

Sample Package

NAVY MERITORIOUS CIVILIAN SERVICE AWARD

12451  
(Office Code)  
date

MEMORANDUM

From: MED-08  
To: MED-00  
Via: MED-94D  
MED-09B  
MED-09

Subj: MERITORIOUS CIVILIAN SERVICE AWARD FOR DOCTOR FRANK N. STEIN

Ref: (a) CCPOWASHDCINST 12451.1B

Encl: (1) Award Justification  
(2) Citation

1. In November, Doctor Frank Stein will leave BUMED after 10 years of exceptional service to take a job at Navy's Director of Strategic Planning. During his employment at BUMED he was consistently an excellent performer, who made significant contributions to MED-08 as detailed in enclosure (1). Enclosure (2) provides a proposed citation for this award.

2. Recommend that Doctor Stein be awarded the Meritorious Civilian Service Award per reference (a).

I. M. BOSS

Sample Justification

MERITORIOUS CIVILIAN SERVICE AWARD  
JUSTIFICATION FOR  
DOCTOR FRANK N. STEIN

Doctor Frank Stein has served at the Bureau of Medicine and Surgery, Washington, D.C., for 10 years, from 1989 to 1998, in a variety of positions of increasing responsibility. Doctor Stein became a member of MED-08, Plans, Analysis, and Evaluation, as a Senior Strategic Planner, in 1994.

In his 4 years in MED-08, he has made a number of significant contributions to development, marketing, and implementation of the strategic planning process for Navy Medicine. He played a key role in the planning and conduct of the most recent update to Navy Medicine's strategic plan: Journey to Excellence: Meeting the Challenges of the Future. This included such activities as surveying commanding officers on progress to date on the original strategic plan in 1994, and participating in the planning offsite and coordinating the revision and publication process in 1995.

After the 1995 publication, Doctor Stein turned his attention to the issue of metrics and their importance in implementing the strategic planning process. He was instrumental in establishing metrics and performance measures and in detailing their importance in setting measurable objectives as part of the strategic planning process. Doctor Stein authored an article in Navy Medicine on the operational risk assessment process, developed flag officer briefs for the marketing of the planning process used at the annual Joint Medical Conference and other national meetings, and developed and presented strategic planning update workshops at the Surgeon General's Leadership Conference. Doctor Stein has been a highly dedicated and effective force in implementing strategic planning throughout Navy Medicine.

In 1996, much of his effort was focused on establishing the annual planning process both for Navy Medicine and within MED-08. He was responsible for much of the planning and coordination of the first Navy Medical Department Flag Annual Planning Offsite in October 1995 and coordinated the publication of the Navy Medical Department FY97 Annual Performance Report and FY98 Annual Performance Plan in December of 1996. In addition, he facilitated the MED-08 Annual Planning Offsite and coordinated the publication of the MED-08 FY97 Annual Performance Report and FY98 Annual Performance Plan.

Since the development of the MED-08 team concept in July 1997, Doctor Stein was Team Leader of the Strategy Focus Team and the Visionary Concepts Team. The former is responsible for developing recommendations on the future strategies of the Navy Medical Department's Strategic Plan. The latter develops and presents briefs to the flags on future issues affecting Navy Medicine. On both teams he displayed inspired and creative leadership.

Doctor Stein's contributions and achievements at the Bureau of Medicine and Surgery go well beyond his duty assignments. He achieved several significant milestones in his professional development and served as a mentor to several other employees. He was an active participant in Toastmasters and in Bureau of Medicine and Surgery sponsored tutoring programs. Doctor Stein was guest speaker at Naval Hospital Annapolis' Diversity program in 1996. Most recently, he received his certification as a Quality Manager through the American Society for Quality, one of the first Navy Medical Department civilians to do so.

During his tenure at the Bureau of Medicine and Surgery, Doctor Stein has exhibited the highest standards of professional behavior and has served as an example for others to emulate. He has consistently taken on new challenges; continually sought to improve, both academically and technically; and been a consistent and excellent performer.

Sample Citation

NAVY MERITORIOUS CIVILIAN SERVICE AWARD

DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting the MERITORIOUS CIVILIAN SERVICE AWARD to

Frank N. Stein

in recognition of service set forth in the following

CITATION:

For exceptional meritorious service to the Navy Medical Department and the Department of the Navy as Health Systems Administrator and Specialist from June 1989 to September 1998. Using uncommon vision, astute judgement and keen insight, you provided superb advice, participation, and leadership on a wide array of issues related to strategic planning, managed care, and health care operations. Most importantly, your significant talents, contributions and performance played a major role in the development and implementation of the strategic planning process in the Navy Medical Department and will have a long term positive impact on the organization. Your participation and leadership were essential in the revision of the Navy Medical Department's Strategic Plan, Journey to Excellence: Meeting the Challenges of the Future, in the development of the Fiscal Year 1997 Navy Medical Department Annual Performance Plan, and in recognizing the important role of performance metrics to the planning process. In recognition of this long term commitment to excellence in health care planning, on behalf of the Navy Medical Department, I extend my sincere appreciation for a job "Well Done."

F. L. AGOFFICER  
Vice Admiral, Medical Corps  
United States Navy

AWARD SUMMARY

NAME OF AWARD: Special Act Award.

REFERENCES: 5 CFR 451.104(a) and SECNAVINST 12451.3

JUSTIFICATION FOR AWARD:

A Special Act Award is designed to recognize a group, team, or individual achievement within normal responsibilities but above and beyond commonly expected performance or outside of normal job responsibilities. A special act is an exemplary effort of a nonrecurring nature. It can be connected with official duties (such as a special assignment) or in the public interest (such as an act of heroism).

Recommendation for a Special Act Award should be for an achievement that produces tangible or intangible benefits to the organization. (See attached tables.)

ELIGIBILITY: Any group, team, or civilian employee within BUMED.

When the award is for a group or team, all members of the group, including the supervisor or leader, should share in the award. The award may be shared equally or in proportion to each individual's contribution.

There is no limit to the number of Special Act Awards an employee may receive in any given period, either as an individual or as a member of a group. Note that employees cannot be recognized with two cash awards for the same achievement (i.e. Special Act, Group Special Act, On-the-Spot, Suggestion, Patent). A cash award may, however, be combined with a time off award; but only when the combined award is justified by the documented benefit.

REQUIRED DOCUMENTATION:

SF 52

Letter or memorandum of justification

Letter of appreciation \*

(\*Recommended; if to be signed by Chief, BUMED, check with Secretariat regarding format for flag letterhead.)

APPROVING OFFICIAL:

Chief, BUMED: awards from \$ 5,001 through \$ 7,500

SECNAV: awards from \$ 7,501 through \$10,000

OPM: awards from \$10,001 through \$25,000 (via SECDEF)

President: awards over \$25,000

(NOTE: for awards through \$5,000 see Quality Recognition Awards)

APPROVAL PROCESS:

Prepare the proper documentation justifying award, a SF 52, and a presentation letter. Submit the award package via the chain of command.

PROCESSING TIME:

Within BUMED at least 30 days. Allow at least an additional 30 days for SECNAV approval and another 30 days for higher approval authority.

AWARD: Cash award and certificate.

### TANGIBLE BENEFITS

Benefits, savings, or cost avoidance that can be measured in dollars. They include savings on overhead items and accelerated labor rates.

#### Quick Guide for Calculating Awards Based on Tangible Benefits

<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>
*		50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000#
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200**		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

\* For a benefit up to \$10,000 the award is 10 percent

\*\* Awards over \$10,000 require the approval of the Office of Personnel Management.

# Maximum award authorized by the Office of Personnel Management. A Presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

## INTANGIBLE BENEFITS

### Determining Award Amounts Based On Intangible Benefits

Intangible benefits may occur where specific monetary savings cannot be determined or there are intangible benefits in addition to specific monetary savings. Examples of results leading to intangible benefits are improvements in safety, fleet readiness, or reliability. For amounts based on intangible benefits, an award range is determined based on the VALUE OF BENEFIT and the EXTENT OF APPLICATION. Using the descriptions in Figure 1, assign the appropriate point value to each category. Then total the point(s) and select an amount from the appropriate award range shown in Figure 2.

Figure 1

#### VALUE OF BENEFIT

Moderate (1)	Substantial (2)	High (3)	Exceptional (4)
Change or modification of and operating principle or procedure which has value sufficient to meet The minimum standard for a cash award; an improvement of rather limited value of a product, activity program or service to the public.	Substantial change or modification of an operating principle or procedure, an important improvement to the value of a product, activity, or service to the public.	Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity or program, or service to the public.	Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.

#### EXTENT OF APPLICATION

Limited (1)	Extended (2)	Broad (3)	General (4)
Affects functions, mission, or personnel of one office, facility, or installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the nation or beyond.

Figure 2

#### VALUE OF POINTS

POINTS	VALUE
2	\$ 25 - \$ 500
3	\$ 501 - \$ 750
4	\$ 751 - \$ 1,000
5	\$1,001 - \$ 1,500
6	\$1,501 - \$ 3,150
7	\$3,151 - \$ 6,300
8	\$6,301 - \$10,000

BUMEDINST 12451.6  
9 Jul 1999

Sample Package

SPECIAL ACT AWARD – GROUP

12451  
(Office Code)  
date

MEMORANDUM

From: MED-16  
To: MED-00  
Via: MED-94D  
MED-09B  
MED-09

Subj: SPECIAL ACT AWARD FOR THE BUMED NAVY WORKFORCE UTILIZATION TEAM

Encl: (1) Letter of Appreciation  
(2) SF 52

1. The Bureau of Medicine and Surgery (BUMED) Navy Workforce Utilization Team was designated in April 1998 to represent BUMED on the Navy-wide Workforce Utilization Review Effort (NWURE). This team's dedicated efforts and outstanding contributions over the almost four month life of this project were very significant in establishing BUMED's positions on workforce utilization. While spending over 50% of their time preparing for and attending numerous meetings, team members were also able to perform their regular duties in a sufficient manner to ensure that major functions were accomplished. This team should be highly commended for their efforts and contributions. Enclosure (1) provides a proposed letter of appreciation for this award.

2. Recommend that this team be awarded a Special Act Award with a monetary award of \$8,000 to be shared among the team members. Enclosure (2) provides a SF 52 for the monetary award.

Lee Derrship

Sample Letter

SPECIAL ACT AWARD – GROUP

(Complete in a format suitable for flag letterhead and Chief, BUMED signature)

LETTER OF APPRECIATION

I extend my sincere appreciation for your outstanding efforts as a member of the Bureau of Medicine and Surgery Navy Workforce Utilization Review Team and your role in defining the Bureau's positions at the Navy level. Your dedication and willingness to put forward the needed effort were instrumental in ensuring a timely, comprehensive, and productive review of the categorization and measurement standards of work performed by Navy civilian personnel in general and Navy medical personnel specifically.

Especially noteworthy was the way you, working as part of a team, accepted and accomplished an assignment, not totally within your normally assigned duties, in an effective and efficient manner. Your abilities and efforts contributed greatly to the timely and critical development and compiling of workload data and standards that enabled the Navy to accumulate valuable information for a unique and important endeavor. Formulating, coordinating, reviewing, and defending Bureau of Medicine and Surgery philosophy and positions required significant effort, especially to meet the short deadline assigned to this critical project.

Your outstanding effort and responsiveness to the demands of this project ensured a timely and meaningful review was completed and that each phase of the process met requirements. Your work has reflected great credit on you and the Bureau of Medicine and Surgery. For this, I wish to personally thank you for a job well done.

R. A. NELSON

BUMEDINST 12451.6  
9 Jul 1999

Sample Package

SPECIAL ACT AWARD - INDIVIDUAL

12451  
(Office Code)  
date

MEMORANDUM

From: MED-04

To: MED-00

Via: MED-94D  
MED-09B  
MED-09

Subj: SPECIAL ACT AWARD FOR MR. CY TAYSHUN

Ref: (a) SECNAVINST 12451.3

Encl: (1) Award Justification  
(2) Citation

1. As BUMED's Operations Security Officer, Mr Cy Tayshun has developed and administered an exemplary program from February 1995 to October 1996. His direct efforts have taken a fledgling operation and developed it into a model program within the medical community. He has been a consistently excellent performer, who has made significant contributions to BUMED, as detailed in enclosure (1). Enclosure (2) provides a proposed citation for this award.

2. Recommend Mr. Tayshun be awarded a Special Act Award with a monetary award of \$6,000 per reference (a).

I. M. BOSS

Sample Justification

SPECIAL ACT AWARD

Mr. Cy Tayshun, in his position as the Operations Security Officer, Bureau of Medicine and Surgery (BUMED), developed and administered BUMED's Operations Security (OPSEC) program from February 1995 to October 1996. He was directly responsible for the overall coordination of OPSEC programs at BUMED and its field activities. This included the planning, programming, and monitoring of resources allocated for the development and procurement of related facilities and equipment, as well as oversight and direction of a \$6.9 million budget. Mr. Tayshun was also responsible for the execution and evaluation of the field activities' information technology programs and coordination of BUMED's involvement in the Department of Defense's Technology Network. Among his many accomplishments, during this time, are:

- o Developed and implemented an entire new process for identifying and resolving OPSEC issues. The new process significantly reduced evaluation and resolution time and ensured resolution of issues by critical need vice fair sharing of resources.
- o Resolved several major military construction (MILCON) issues involving perimeter defense and collateral equipment requirements at BUMED field activities. His direct intervention, analysis, and recommended solutions resulted in a total of \$5 million savings of which \$2 million were MILCON and \$3 million were collateral equipment funds.
- o Developed a quality assurance baseline assessment to identify and eliminate duplicate requirements and unnecessary expenditures. Areas of primary concern were perimeter security, OPSEC equipment, and secure communications. He brought rationality and order to the BUMED Operations Research Plan, which his baseline assessment supported. This effort resulted in cost avoidance of approximately \$1 million. These funds were used to procure other priority requirements that otherwise could not have been obtained.
- o Served as the field activity representative in OPSEC reviews in which requirements were determined, priorities established, and funds budgeted for equipment. He conducted in depth analysis and needs assessment and coordinated a single BUMED priority requirements list where previously no centralized list had been developed. This effort and his direct involvement ensured BUMED field activity requirements were properly recognized and Navy funding distribution recognized BUMED priority requirements.
- o Developed an OPSEC information data base which tracked priorities, available equipment, and fund expenditures. As opposed to previous methods of simply pro-rating OPSEC funds and equipment, this data base and his expertise in security matters enabled BUMED to purchase and distribute OPSEC equipment by priority needs.

Mr. Tayshun consistently distinguished himself by developing and implementing a viable OPSEC equipment procurement program during a time of tightening budget constraints; by establishing accurate data on required and procured equipment to ensure proper and most efficient utilization of limited OPSEC funds; and by cultivating and maintaining close relationships with field activity and higher authority counterparts to ensure a positive environment that focused on the real OPSEC needs of the medical community.

Sample Citation

SPECIAL ACT AWARD

DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON, DC 20372-5300

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting a SPECIAL ACT AWARD to

Cy Tayshun

in recognition of achievements set forth in the following

CITATION:

For outstanding contributions to the Bureau of Medicine and Surgery, Washington, DC, as the Operations Security Officer from February 1995 to October 1996. With initiative and dedication, you developed and administered the Bureau of Medicine and Surgery's Operations Security Program, taking a fledgling effort and developing it into a viable and model program. Most importantly, your exceptional talents, contributions, and performance played a significant role in reducing OPSEC costs and focusing limited resources on the critical projects most deserving of attention. Your participation and leadership were essential in meeting the challenges of developing a new program and process. In recognition of your significant efforts and commitment to excellence in operations security, I present this award and extend my sincere appreciation.

F. L. AGOFFICER  
Vice Admiral, Medical Corps  
United States Navy

AWARD SUMMARY

NAME OF AWARD: Chief, BUMED's Award.

REFERENCE: N/A.

JUSTIFICATION FOR AWARD: The Chief, BUMED's Award recognizes an individual whose superior professional achievements, sustained or short term, have supported the planning, development, or accomplishment of the Navy Medical Department's mission, vision, and goals as set forward in its Strategic Plan. (The occasion of transfer, retirement, personal, or scholastic achievement, in and of themselves, are not sufficient to warrant this award.)

ELIGIBILITY: Any civilian employee within BUMED.

REQUIRED DOCUMENTATION:

Letter or memorandum of justification  
Citation

APPROVING OFFICIAL: Chief, BUMED

APPROVAL PROCESS: Prepare the proper documentation justifying award and the proposed citation. Submit the award package via the chain of command. Must be endorsed by the nominee's Assistant Chief or equivalent level.

PROCESSING TIME: Once a year in response to deadline set by call for nominations.

AWARD: Plaque and citation.

CHIEF, BUMED'S AWARD

PURPOSE OF AWARD:

The purpose of the Chief, BUMED's Award is to recognize career Civil Service employees who, through exceptional leadership, initiative, or dedication, have championed, promoted, worked towards, or helped accomplish the Navy Medical Department's goals as set forth in its Strategic Plan. Employees who have made substantial contributions to improve the efficiency, effectiveness, productivity, and image of BUMED through a significant special achievement or sustained outstanding and distinguished performance may be considered for this award.

CRITERIA: The Chief, BUMED will use the following criteria to judge each nominee's accomplishments as they relate to the mission, vision, and goals of the Strategic Plan:

Special Achievement

1. Measurable efficiency and effectiveness improvements resulting from a special achievement.
2. Impact of the improvement(s) on the Bureau of Medicine and Surgery.
3. Personal leadership or involvement in the achievement.
4. Duration of benefits resulting from the achievement.

Distinguished Career

1. Sustained superior performance over years of service at BUMED.
2. Variety of exceptional achievements.
3. Complexity of assignments and scope of duties and responsibilities in comparison to series and grade of nominee.
4. Professional standards and conduct which bring high credit to the individual and BUMED.
5. Personal integrity and dedication to BUMED.

NOMINATION FORMAT:

Nominations can be made by anyone but must be endorsed by the individual's Assistant Chief or equivalent level. Nominations of non-BUMED employees must be endorsed by the Chief of Staff.

Each nomination package must include the following:

- a. A transmittal letter signed by the nominator and endorsed by the nominee's Assistant Chief or equivalent level executive.
- b. Name, job title, series, grade, and code of nominee and a brief "biographical sketch" of the nominee to include such things as a description of current duties, background (education, training, etc.), significant or notable accomplishments, previous awards, and recognition, etc.
- c. No more than a one page (double spaced) narrative specifically describing the nominee's accomplishments that meet the selection criteria.
- d. Brief citation to be read at time of award presentation.

Sample Package

CHIEF, BUMED'S AWARD

12451  
(Office Code)  
date

MEMORANDUM

From: MED-12  
To: MED-00  
Via: MED-01

Subj: CHIEF, BUMED'S AWARD NOMINATION FOR MR. ALEX WINNER

Encl: (1) Award justification  
(2) Citation

1. Mr. A. Winner is nominated for the Chief, BUMED's Award as set forth in enclosure (1). His recent accomplishments and dedication to improving the efficiency and effectiveness of BUMED administrative processes and operations make him a deserving candidate for this award. Enclosure (2) provides a proposed citation for this award.
2. Recommend that Mr. Winner be recognized for his significant contributions by being awarded the Chief, BUMED's Award.

I. M. BOSS

Sample Bio Sketch

CHIEF, BUMED'S AWARD

Name: Mr. Alex Winner  
Job: Mail Clerk  
Series/Grade: GS-305-05  
Code: MED-12

Mr. Winner has been an employee of the Bureau of Medicine and Surgery for 9 years. He began working in the Mail and Distribution Section as a GS-02 mail handler and quickly progressed to his current position and grade. His current duties include overseeing the receipt, handling, processing, and distribution of Navy official mail and ensuring the proper, but most economical and efficient, use of classes of mail and postal services to meet security, accountability, and delivery requirements.

Mr. Winner has been recognized twice in the last 4 years as a Bureau of Medicine and Surgery Civilian-of-the-Quarter and in 1997 was selected as the Civilian-of-the-Year. He has consistently, since 1994, received outstanding performance evaluations and performance bonuses. He has been recognized previously with several letters of commendation; two significant cash awards (1995 and 1998), for outstanding contributions; several time off awards; and a QSI (1997). Recently, he has been working towards an associate degree in Business Administration, taking night courses at Fairfax Community College.

Sample Justification

As a dedicated and outstanding employee of the Bureau of Medicine and Surgery, Mr. Winner is truly deserving of recognition by presentation of the Chief, BUMED's Award, not only for his past accomplishments, but for his recent work and achievements improving business practices in direct support of the strategic plan. This past year, Mr. Winner worked independently, with other command personnel, and with other mail service offices to improve the process of mail distribution within the Bureau of Medicine and Surgery. Through his direct efforts, research, and effective recommendations not only was the average distribution time of routine correspondence reduced by 1 day, but the accuracy of delivery was increased to 90 percent over the last 4 months. In addition, Mr. Winner was an integral member of a Bureau of Medicine and Surgery Process Action Team which reviewed and recommended various new and upgraded printing and reproduction equipment for the command's Support Services Branch. The resulting new automation and upgrades will produce an annual savings to the Bureau of Medicine and Surgery of over \$10,000 in printing and support costs.

Also, this past year, severe weather caused flooding in the ground floor of Building 4 and, thus, threatened damage to the Video Conference Center; Mr. Winner was one of the first employees to assist in quickly securing the sensitive equipment and later volunteered to assist with the weekend clean up and restoration of the affected rooms.

Mr. Winner, in addition to fulfilling his regular duties in an exceptional manner, is a strong advocate of the command's morale and welfare programs as demonstrated by his involvement in several committees and teams. A past member of the Command Assessment Team (CAT), he has served this year on the command's Health Promotion Team, was intimately involved with the Cultural Awareness Program, participated in the Black History Month Program, and participated on the Bureau of Medicine and Surgery softball team. These achievements will have a lasting positive influence on the job satisfaction among all Bureau of Medicine and Surgery staff.

Sample Citation

CHIEF, BUMED'S AWARD

DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting the CHIEF, BUMED'S AWARD to

Alex Winner

For outstanding contributions to the Bureau of Medicine and Surgery as set forth in the following

CITATION:

Mr. Winner has distinguished himself throughout his employment at the Bureau of Medicine and Surgery. In addition to his many past accomplishments, his continued commitment to excellence has been demonstrated by recent achievements resulting in improved business practices at the Bureau of Medicine and Surgery. These accomplishments include revising mail delivery processes to achieve a reduction in delivery time and an improvement in delivery accuracy and in automating and upgrading the command's printing and reproduction capabilities. In addition, Mr. Winner went above and beyond the call of duty by volunteering his time and energies to assist in saving some expensive and sensitive video-teleconferencing equipment from certain damage as a result of building flooding. His concern for his fellow employees is continually demonstrated by his willingness to unselfishly serve on various morale and welfare committees, most recently the Health Promotion Team and the Cultural Awareness Committee.

F. L. AGOFFICER  
Vice Admiral, Medical Corps  
United States Navy

AWARD SUMMARY

NAME OF AWARD: Quality Step Increase

REFERENCES:

5 CFR 531.504(b) (2)  
DoD 1400.25-M subchapter 451.J.2

JUSTIFICATION FOR AWARD: The purpose of a Quality Step Increase (QSI) is to provide appropriate incentive and recognition for excellence in performance by granting a faster than normal salary step increase. The demonstrated sustained performance must be of high quality significantly above that expected at the "Acceptable" level (i.e., exceeded the "Acceptable" criteria depicting excellent or high quality work provided ahead of schedule and with less than normal supervision). The work performance should have made a significant contribution to BUMED's mission. There must be a genuine expectation of the high quality performance continuing in the future.

ELIGIBILITY: Any civilian employee within BUMED with an "Acceptable" rating. (Note: An employee is eligible for only one QSI within any 52-week period.)

REQUIRED DOCUMENTATION: Letter or memorandum of justification.

APPROVING OFFICIAL: Chief of Staff.

APPROVAL PROCESS: The employee's immediate supervisor may recommend the employee using the most recent annual performance appraisal as justification for the award. If the most recent appraisal is over 60 days old, further written justification is required. The supervisor should prepare the proper documentation justifying the award and forward it with a cover memo. The recommendation is submitted via the chain of command and Head of Fiscal to the Chief of Staff.

PROCESSING TIME: 30 days.

AWARD:

One step increase in salary at current grade.  
Certificate.

Sample Memorandum

QUALITY STEP INCREASE

12451  
(Office Code)  
date

From: MED-123  
To: MED-09B  
Via: MED-01  
MED-94D

Subj: QUALITY STEP INCREASE FOR MS. DEE SERVING

Ref: (a) DoD 1400.25-M

Encl: (1) Performance Evaluation of Ms. Dee Serving  
(2) QSI certificate and SF 52

1. Ms. Dee Serving has performed all of her duties in an excellent manner. Throughout this past year, Ms. Serving attained and sustained a high level of performance and accomplishment. She handled all of her assignments in a professional manner; completing them accurately and on time. Her work on DAWIA and military manpower is especially noteworthy. She supported several military manpower subspecialty and other reviews. She worked closely and effectively with senior management to ensure accurate accounting and tracking of military billets.

2. In addition to her regularly assigned duties, Ms. Serving readily accepted assignments beyond the current scope of her job. Specifically, she was selected by senior management to assist throughout the year with several Joint Assistant Commanders' Group efforts. Her responsibilities included representing the command and the Navy in the areas of logistics and protocol. In performing these duties with her usual efficiency and effectiveness, Ms. Serving was looked upon by all as the "resident expert."

3. Because of this great support and sustained performance over the past year and with a clear expectation this level of performance will continue, Ms. Dee Serving is recommended for and has truly earned a Quality Step Increase.

4. Enclosure (1) is a copy of her most recent performance evaluation. Enclosure (2) is a certificate and SF 52 for signature.

I. M. BOSS

AWARD SUMMARY

NAME OF AWARD:

Civilian of the Quarter  
Civilian of the Year

REFERENCE: BUMEDINST 12451.3A of 13 Jan 1995.

JUSTIFICATION FOR AWARD:

1. Command involvement
2. Community involvement
3. Education and training
4. Accomplishments during the quarter
5. Rating of the following: initiative, dependability, courtesy, competence, acceptance of responsibility, helpfulness, ideas, and attitude
6. Brief justification

ELIGIBILITY:

1. Civilian in grades GS-2 through GS-12 or WG-1 through WG-12.
2. Employed at BUMED for at least 6 months as of the end of the quarter for which nominated.
3. Received at least satisfactory performance rating during 12 months before end of quarter for which nominated.

REQUIRED DOCUMENTATION: BUMED 12451/1.

APPROVING OFFICIAL: Chief, BUMED.

APPROVAL PROCESS:

1. Chairperson of Civilian of the Quarter/Year Committee requests nominations.
2. Supervisor or coworker submits nomination for Civilian of the Quarter via Supervisor, Division Director, and Assistant Chief.
3. Committee interviews nominees.
4. Committee submits recommendation to Chief, BUMED.
5. Committee interviews all Civilian of the Quarter winners and recommends one as Civilian of the Year.
6. Committee submits recommendation to Chief, BUMED.

PROCESSING TIME: Must submit to meet committee deadlines.

AWARD:

Civilian of the Quarter: Letter of Commendation and plaque  
Eight hours administrative leave  
Cash award of \$150  
Photograph displayed on quarterdeck in Building 1

Civilian of the Year: Letter of Commendation and plaque  
Sixteen hours administrative leave  
Cash award of \$500  
Photograph displayed on quarterdeck in Building 1

Sample Recommendation

CIVILIAN OF THE QUARTER

CIVILIAN OF THE QUARTER AWARD NOMINATION JUSTIFICATION

Ms. Kay Pawbull is nominated for civilian of the quarter, 3<sup>rd</sup> quarter 1998. During this timeframe she was instrumental in providing continuity and enhancing communication during a period of transition in a division experiencing new leadership. She ensured the routine matters at hand such as reports, machine maintenance, budget, and supply were all organized and accomplished without fanfare, despite new policies being instituted. Her input and attention to details were critical during the implementation of new civilian evaluations. Her assistance with co-workers' travel arrangements, diligent tracking of supplies and budget, and meticulous tracking of civilian timekeeping was instrumental in keeping the division operating smoothly during the transition period. Ms. Pawbull's careful monitoring, prioritization, and forwarding of the Division Director's e-mails and phone messages during two lengthy periods of leave ensured continuation of daily business and communication. Her positive outlook and interest in keeping morale at high levels was evidenced by her organization of birthday celebrations, voluntary support of command and division functions, and daily support of co-workers' needs. Ms. Pawbull is an outstanding employee and ardent supporter of Navy Medicine. Her knowledge, capabilities, and contributions far exceed the requirements for her job. She is most deserving of the title of Civilian of the Quarter.

Sample Recommendation

CIVILIAN OF THE QUARTER

Mr. Art Testry is an excellent employee with an outstanding performance record. Accepting any challenge, he internally supported and oversaw the implementation of our newly created administrative support office and effectively managed the distribution of approximately 200 health care delivery related taskers and Power Point briefs per month. Always willing to go the extra mile for the MED-39 team, Mr. Testry consistently met all deadlines and did so with an effective demeanor and a cheerful smile. Looking to improve efficiency within MED-39, he planned, developed, and managed the first ever MED-03 central filing system for tasking all completed internal and external taskers. Mr. Testry is a pleasure to work with and it is my extreme honor to nominate him for this award.

AWARD SUMMARY

NAME OF AWARD: Civilian Supervisor of the Year.

REFERENCE: N/A.

JUSTIFICATION FOR AWARD: The purpose of the Civilian Supervisor of the Year Award is to officially recognize the civilian supervisor who best practices and accomplishes supervisory knowledge, skills, and abilities. The supervisor must have demonstrated a concern for their employees, an outstanding performance in their role as a supervisor, and knowledge of the current rules and policies of personnel management.

ELIGIBILITY: Any civilian who has been a supervisor for at least 6 months and employed at BUMED at least 6 months with an "Acceptable" rating. The nominee's position description (PD) must be classified as a "Supervisor" to be eligible for nomination.

REQUIRED DOCUMENTATION: Memorandum of Justification endorsed by the supervisor's Assistant Chief or equivalent level.

APPROVING OFFICIAL: Chief, BUMED.

APPROVAL PROCESS: Any employee may submit a memorandum, in response to the call for nominations, nominating a BUMED supervisor for recognition. The recommending letter should address the nominee's qualifications. Submit the award recommendation via the chain of command to the Chief of Staff.

PROCESSING TIME: Deadline established at time of call for nominations.

AWARD:

Letter of Commendation  
Name Plate (designating "Supervisor of the Year")  
Time-Off Award (8 hours)

Sample Recommendation

CIVILIAN SUPERVISOR OF THE YEAR

Ms. Sue Pervisor is nominated as 1998 Civilian Supervisor of the Year. Throughout this past year, Ms Pervisor continually demonstrated her knowledge of supervisory procedures and her skills in applying that knowledge to everyday situations. As the Head of the Field Management Branch, she was able to meet several significant challenges and successfully lead her Branch in accomplishing its mission.

Faced with personnel shortages for a significant portion of the year, she lead her staff in meeting critical milestones and accomplishing their major work in a timely and effective manner. Her deft management skills were further demonstrated during a one-month period when, in addition to her normal duties and responsibilities, she was asked to fill in for the Division Director, while he was on extended travel. Through her leadership, the Field Management Branch was able to review and revise procedures for field activity submissions, reducing development and processing time in the field by an average of two weeks.

Ms. Pervisor ensured that newly hired individuals quickly became active and contributing members of the team through an aggressive training plan that incorporated both classroom and on-the-job training. In addition, another member of the staff was able to acquire valuable experience through a two-month developmental assignment at a field activity. This is an innovation to the Division that Ms. Pervisor developed and encouraged.

A dedicated and attentive supervisor, Ms. Pervisor further demonstrated her concern for fellow BUMED employees by serving as a mentor to a junior management analyst. In addition, she served on this past year's Multi-Culture Awareness/Command Picnic Organizing committee and she is a member of the Command Career Development Team.

AWARD SUMMARY

NAME OF AWARD: Quality Recognition Award.

REFERENCES: SCFR 451.104(a) and SECNAVINST 12451.3.

JUSTIFICATION FOR AWARD: The Quality Recognition Award is a BUMED "Special Act or Service" award designed to recognize and provide reinforcement of sustained or short term efforts or a one time achievement by an employee, group, or team, resulting in quality service with a significant connection and value to the immediate mission of BUMED.

(NOTE: see tables under "Special Act Award" for determining award amount.)

ELIGIBILITY: Any civilian employee, group, or team.

REQUIRED DOCUMENTATION:

Forwarding memorandum

Justification for award

Letter of Appreciation or Citation

(detailing the effort(s) or achievement(s) worthy of recognition)

SF 52

APPROVING OFFICIAL: Chief of Staff.

APPROVAL PROCESS: Prepare the proper documentation justifying the award. Submit the award package via the chain of command.

PROCESSING TIME: 20 days.

AWARD:

Cash award (\$25 through \$5,000).

Letter of Appreciation or Citation.

Sample Package

QUALITY RECOGNITION AWARD - GROUP

12451  
(Office Code)  
date

MEMORANDUM

From: MED-16  
To: MED-00  
Via: MED-94D  
MED-09B  
MED-09

Subj: QUALITY RECOGNITION AWARD FOR THE CIVILIAN PERFORMANCE  
MANAGEMENT PROGRAM TEAM

Ref: (a) SECNAVINST 12451.3

Encl: (1) Letter of Appreciation  
(2) SF 52

1. The Civilian Performance Management Program Team was chartered in April 1998 to develop a civilian performance management and recognition program. This team's outstanding efforts over the past year has produced two very significant products for BUMED. The first was a process for evaluating the performance of civilian personnel and the second was a recognition and awards package. Both of these products will greatly aid supervisors and managers in equitably evaluating the performance of BUMED civilian personnel and in properly rewarding and recognizing the great contributions of BUMED civilians. This team should be highly commended for their efforts and contributions. Enclosure (1) provides a proposed letter of appreciation for this award.

2. Recommend that this team be awarded a Special Act Award with a monetary award of \$5,000 to be shared among the civilian members and that the military members be appropriately recognized for their participation. Enclosure (2) provides a SF 52 for the civilian members.

T. M. LEADER

Sample Letter

QUALITY RECOGNITION AWARD - GROUP

(Complete in a format suitable for flag letterhead and Chief, BUMED signature)

LETTER OF APPRECIATION

I extend my sincere appreciation for your outstanding efforts as a member of the Civilian Performance Management Program Team and your role in the development of the Bureau of Medicine and Surgery's civilian performance management process and the recognition and awards program. This was a unique undertaking for BUMED, in that an activity-wide, representative team was selected to develop a complete program for civilian personnel performance management and recognition. Your volunteering for and participation on this team demonstrated your willingness to serve BUMED.

Your dedication and willingness to put forward the needed effort were instrumental in ensuring a comprehensive and viable program was developed. Your contributions produced a very critical and much needed process for evaluating and providing feedback to all of our civilian employees. In addition, your outstanding efforts produced a comprehensive and viable program for recognizing and rewarding deserving staff members. The unique product of this effort was the development of the BUMED Recognition and Awards Guide. This is the first time such a complete and consolidated personnel management tool has been made available to the managers, supervisors, and employees of BUMED.

The processes and program of employee evaluation and recognition, which you were instrumental in developing, will help ensure objective and equitable treatment of the civilian employees of BUMED. The dedication displayed by the commitment of your time, abilities, and energy to this effort is truly reflective of your willingness to support BUMED, its management, and your fellow staff members.

I wish to personally recognize and commend you for an outstanding job and extend to you the thanks and appreciation of your fellow members of the BUMED community.

E. Pitome

BUMEDINST 12451.6  
9 Jul 1999

Sample Package

QUALITY RECOGNITION AWARD - INDIVIDUAL

12451  
(Office Code)  
date

MEMORANDUM

From: MED-123

To: MED-00

Via: (1) MED-01  
(2) MED-94D  
(3) MED-09B  
(4) MED-09

Subj: RECOMMENDATION FOR QUALITY RECOGNITION AWARD

Ref: (a) CCPOWASHDCINST 12451.1B

Encl: (1) Narrative Justification  
(2) Proposed Citation  
(3) SF 52

1. Ms. Rhoda Dendrun is recommended for a \$1,000 Quality Recognition Award. Justification for this award is provided in enclosure (1). Enclosure (2) provides the proposed citation for this award and enclosure (3) is the SF 52 for processing the monetary award.

2. My point of contact for coordinating this request is Mr. Gerry Attrick, MED-1234, who can be reached at 555-1234.

Sue Pervisor

9 Jul 1999

Sample JustificationQUALITY RECOGNITION AWARD - INDIVIDUAL

During the period February through July 1996, Ms. Rhoda Dendrun provided sustained superior performance as the Senior O&M,N Budget Analyst in the Budget Division, BUMED. During this period, she performed her duties superbly, often without direct supervision, owing to the fact that her immediate supervisor was often absent due to long term training commitments. As the senior analyst, she closely monitored the funding acquisition and allocation; providing detailed analysis and justification to ensure funds were allocated efficiently and effectively per established procedures. She provided the field activities and BUMED headquarters with invaluable training, advice, and support in connection with the budget preparation, data collection, and analysis.

In connection with this effort, she prepared and distributed the fiscal year annual planning budget trails. The accuracy and thoroughness of these trails ensured that each of her customers could precisely track the funding for multiple programs from one fiscal year to the next. This was critical in eliminating "gaming" in the process that had occurred in several previous years.

She carried out her oversight responsibilities for the initial distribution of BUMED's fiscal year O&M,N budget of \$3 billion in a very professional manner. She fostered an atmosphere of cooperation and volunteered to train senior management personnel who will become "champions" of their programs in the next FY POM 98 process. She developed detailed tracking records that enabled her to provide precise budget information to senior decision makers. In addition, she provided monthly resource management updates, briefing information for the Chief, BUMED and the BUMED flag officers.

In view of the above accomplishments and outstanding achievements, Ms. Dendrun is truly deserving of a Quality Recognition award in the amount of \$1,000.

9 Jul 1999

Sample Letter

QUALITY RECOGNITION AWARD - INDIVIDUAL

DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting a QUALITY RECOGNITION AWARD to

MS. RHODA DENDRUN

in recognition for services as set forth in the following

CITATION:

For outstanding meritorious service as the Senior Operations and Maintenance, Navy Budget Analyst in the Budget Division, Bureau of Medicine and Surgery, Washington, D. C., from February through July 1996. Ms. Dendrun has made a significant impact on the budget formulation process. She has provided the field activities and BUMED headquarters with invaluable training, advice, and support. In addition to monitoring BUMED's nearly \$3 billion budget, she volunteered to help train the BUMED single digit codes who will become "champions" of their programs in reengineering the FY 98 POM process. She also provided the general direction, coordination and many of the detailed analyses required in the BUMED Operations and Maintenance, Navy budget. Most notably, she performed superbly in all aspects of her duties given that her immediate supervisor was absent for several months due to long term training. She is the consummate analyst, always striving to do the best job possible. Ms. Dendrun's exceptional initiative and devotion to duty reflects great credit upon herself, this naval headquarters, and were in keeping with the highest traditions of the Federal service.

FLAG OFFICER  
Vice Admiral, Medical Corps  
United States Navy

9 Jul 1999

AWARD SUMMARYNAME OF AWARD:

Time Off from Duty

REFERENCE: BUMEDINST 12451.5 of 20 Oct 1994JUSTIFICATION FOR AWARD:

1. High quality contribution involving difficult or important project or assignment.
  2. Displaying special initiative and skill in completing an assignment or project before the deadline.
  3. Using initiative and creativity in making improvements in a product, activity, program, or service.
  4. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
  5. Accomplishing a specific, one time, or special assignment that requires extra effort or results in the organization receiving recognition for responsiveness to unprogrammed requirements.
  6. Sustaining a high level of performance for an extended period.
  7. Submitting a suggestion that has been adopted, but not eligible for cash award.
  8. Other similar accomplishments or achievements.
- (NOTE: see attached for recommended scale for determining award level.)

ELIGIBILITY: Any civilian employee of BUMEDREQUIRED DOCUMENTATION:

NAVMED 12451/1  
 NAVMED 12451/2  
 SF 52

APPROVING OFFICIAL:

Immediate Supervisor for award not to exceed 8 hours.  
 Assistant Chiefs for award in excess of 8 hours.

APPROVAL PROCESS:

1. Complete NAVMED 12451/1 (blocks 1-9), NAVMED 12451/2, and SF 52.
  2. Submit package through chain of command to Assistant Chief.
  3. Assistant Chief signs SF 52 and, if in excess of 8 hours, NAVMED forms.
  4. Forward package to Civilian Personnel Liaison (MED-94D).
  5. MED-94D verifies completeness of forms and forwards package via chain of command to the Chief of Staff (MED-09B) for approval of SF 52.
- (Note: see instruction for scheduling and use of time off awards.)

PROCESSING TIME: 1 weekAWARD:

Approved by immediate supervisor: not to exceed 8 hours.  
 Approved by Assistant Chief: up to maximum defined by limitations  
 (Limitations: maximum time off granted during leave year: 80 hours  
 maximum time off granted for single contribution: 40 hours)

9 Jul 1999

Sample JustificationTIME-OFF AWARDS PROGRAM

1. Name of Awardee <i>(last, first, middle initial)</i>	2. Employee Number	3. Date <i>(month/day/year)</i>
Wurcked, Ober Q.	123-45-6789	2/29/1999
4. Nature of Action Code/Legal Authority Code (for SF 50 processing)	5. Geographical Code	6. Number of hours of time off granted
872/V3E		8

## 7. Justification for Award (Summary statement explaining how the employee met one or more of the criteria for a time off award)

The staff in MED-58 has encountered many changes this past year. This time off is awarded in recognition of several achievements and the accomplishment of several additional requirements. The achievements include: consolidation of two divisions with physical relocation of the majority of the staff (some were relocated several times due to renovations); institution of a new data base contract requiring significant extra effort in identifying processes and data fields; meeting with contractors to identify data input screens and reports; entering data into two systems to test the new system; developing new workflow processes; transitioning from paper files to electronic files, including purging and scanning records; increased training requirements to learn new systems, procedures, and software; increased training internal to the division consolidation efforts; rewriting all position descriptions and critical elements; identification of workflow processes; and orientation of several new staff members and training of other members due to job reassignments within the division. These efforts are beyond the normal responsibilities of Mr. Wurcked.

8. Awarded by <i>(name and title)</i>	9. Date <i>(month/day/year)</i>
D. Manding, LCDR, MSC, USN Head, Training Division	2/29/1999

9 Jul 1999

AWARD SUMMARY

NAME OF AWARD:

Letter of Appreciation

REFERENCE:

N/A

JUSTIFICATION FOR AWARD:

A Letter of Appreciation is used to commend or express appreciation to an employee for accomplishments, deeds, acts, or efforts that, while of lesser scope than those deserving of more substantial recognition, are still worthy of official acknowledgement. These letters provide an official recognition from the management of an employee's efforts or contribution to a project or task that is of benefit to BUMED.

ELIGIBILITY:

Any BUMED civilian employee.

REQUIRED DOCUMENTATION:

Letter of Appreciation

(NOTE: If Letter of Appreciation is to be signed by a flag officer (especially Chief or Deputy Chief, BUMED) check with the Secretariat regarding format, etc.)

APPROVING OFFICIAL:

Chief, BUMED; Deputy Chief, BUMED; Assistant Chief; Manager; or Supervisor

APPROVAL PROCESS:

1. Prepare the Letter of Appreciation.
2. Route through Chain of Command to appropriate level of signature.

PROCESSING TIME:

20 days for letter signed by Chief or Deputy Chief  
1 week for letter signed by Assistant Chief

AWARD:

Letter of Appreciation

9 Jul 1999

Sample

LETTER OF APPRECIATION

From: Assistant Chief for Strategic Management

To: Ms. Freda Fantastic

Subj: LETTER OF APPRECIATION

1. I wish to extend my sincere appreciation for your exceptional efforts in support of myself personally as well as the Strategic Management Group and the Bureau of Medicine and Surgery. Your dedication and willingness to put forward the needed effort was instrumental in ensuring an efficient and effective office and in providing timely, accurate, and complete work products.

2. To be truly effective, an executive needs the assistance of dedicated and loyal people who give unselfishly of themselves to ensure the accomplishment of the assigned mission. You have always proven to be such an individual. Your dedication and efforts were crucial in ensuring the Group's numerous tasks, vital to the accomplishment of the Bureau of Medicine and Surgery's overall mission, were properly scheduled, well coordinated, and accomplished in a timely manner. Your extraordinary contributions to the support of the Group, in particular, and the Bureau of Medicine and Surgery in general, were highly significant and valuable. Especially noteworthy were your understanding of and attention to the various issues and concerns which needed to be addressed, your ability in screening the various demands on my time to ensure proper coverage of the important issues, the effective and efficient manner in which you handled calls and visitors, and your skill in coordinating my schedule and assisting in the optimal use of the limited time available to me and my staff.

3. The excellent attention and responsiveness you always gave to the significant demands of your position ensured a well run, effective, and efficient operation. The manner in which you dealt with the program management offices, customers, management, and employees was always courteous and professional.

4. Your great efforts, unwavering dedication, and professional demeanor reflected great credit on you and on the Bureau of Medicine and Surgery. For this, I wish to personally thank you for the excellent service you have provided.

I. M. Grateful  
Assistant Chief

9 Jul 1999

Sample

LETTER OF APPRECIATION

From: Director, Total Force Division

To: Mr. Max Effort

Subj: LETTER OF APPRECIATION

1. I wish to extend my sincere appreciation for your outstanding efforts in support of the Total Force Division's Defense Management Review Decision 922 submission. Your dedication and willingness to put forward the needed effort was instrumental in ensuring a timely, accurate, and complete report was produced and submitted.

2. Especially noteworthy was your willingness to tackle work outside your immediate field of expertise and your ability to quickly understand what was needed. That and the long hours, over several weekends, which you worked contributed greatly to the overall completion of this report. Finalizing this report required numerous iterations to be developed with short deadlines. Your excellent efforts and responsiveness to these demands ensured a timely and meaningful report could be provided to the Principal Deputy to the Assistant Secretary of the Navy (Research, Development and Acquisition (ASN(RD&A))) for her personal review.

3. Your outstanding efforts and professional dedication have reflected great credit on you and on this office. For this, I wish to personally thank you for a job well done.

B. Holden

9 Jul 1999

Sample

LETTER OF APPRECIATION

From: Director, Acquisition and Operations Directorate

To: Ms. Sue Preem

Subj: LETTER OF APPRECIATION

1. Your significant contributions and support during the recent major construction and renovation of the tenth floor of building 2 were truly outstanding. Your dedication and hard work were instrumental in ensuring a timely completion of the renovation of spaces and movement of MED-100, MED-123, and MED-456.
2. Your efforts and commitment played a large part in ensuring daily and weekly schedules were met and various phases were accomplished on time. The long hours, including non-duty hours, which you worked contributed greatly to the successful completion of these relocations. Your attention to details and constant oversight of planning, coordination, and completion of the move ensured a smooth transition of MED-123 personnel from three separate offices into one consolidated location and the relocation/renovation of the other offices. Your professionalism and responsiveness to the numerous and varied demands of these projects ensured a minimum of disruption to your fellow employees.
3. Also noteworthy, is your ability to successfully accomplish the coordination of this move while still performing your other regular duties in an effective and efficient manner.
4. As a result of your work, employees in each of the offices were able to upgrade their on-the-job quality of life with modern office equipment and improved environmental surroundings. Your excellent efforts and professional dedication have reflected great credit on you. For this, I wish to personally thank you for an excellent job and present you with a cash award.

Phil Lanthropy

9 Jul 1999

Sample

LETTER OF APPRECIATION – GROUP

MEMORANDUM

From: MED-16  
To: HM1 Art Testry (MED-161B)  
Mr. Sol Oman (MED-161C)  
Mr. Jay Walker (MED-162C)

Subj: LETTER OF APPRECIATION

1. I wish to extend my sincere appreciation for each of your excellent efforts in support of the Bureau of Medicine and Surgery's Workforce Utilization Data Call. Your dedication and teamwork were instrumental in ensuring a timely, comprehensive, and productive review of the categorization of work performed by MED-01 personnel.
2. Especially noteworthy was the way each of you, working as a team, accepted and accomplished an assignment, not within your normally assigned duties, in an effective and efficient manner. Your abilities and efforts contributed greatly to the timely and accurate entry of workload data and enabled the department to accumulate valuable information for a unique and important endeavor. Compiling, reviewing, correcting, and formatting the requested information required significant effort, on each of your parts, to meet the short deadline assigned to completing the task.
3. Your outstanding efforts and responsiveness to work demands ensured a timely and meaningful review was conducted and this phase of the process met requirements. Your work has reflected great credit on you and MED-16. For this, I wish to personally thank you for a job well done.

N. Dorsement

9 Jul 1999

Sample

LETTER OF APPRECIATION – GROUP

From: Assistant Commander for Corporate Operations

To: Distribution

Subj: LETTER OF APPRECIATION

1. I wish to extend my sincere appreciation for your excellent efforts in support of the Bureau of Medicine and Surgery's entry-level career ladder selection process. This was the first time the Bureau of Medicine and Surgery undertook such an aggressive and comprehensive entry-level recruitment effort. Your dedication and willingness to put forward the needed effort was instrumental in ensuring an equitable and impartial selection process culminating in selections for over 50 career ladder positions.

2. This process provided a long awaited and much needed opportunity for many of our deserving employees to advance in their careers beyond their current level and to fulfill their potential in worthwhile, challenging positions. While the process was a new and difficult one, your exceptional efforts in response to the challenges it presented, ensured an objective and equitable selection process. This enabled the Bureau of Medicine and Surgery and individual employees to benefit from the placement of highly qualified people in challenging jobs which led to the fulfillment of career enhancing opportunities, and increased morale. The dedication displayed by the full commitment of your time and abilities to this effort is truly reflective of your willingness to support the Bureau of Medicine and Surgery, its management, and your fellow employees.

3. I wish to personally thank and commend you for an outstanding job.

I. M. GRATEFUL  
Assistant Commander  
for Corporate Operations

Distribution:

Adam Astute, MED-161

Betty Brilliant, MED-282

Gina Genius, MED-343

Irving Intellect, MED-414

Sue Smart, MED-575

William Wise, MED-777

9 Jul 1999

Sample

LETTER OF APPRECIATION – UPON DEPARTURE

From: Assistant Chief for Strategic Management

To: Mr. Abel Workman (MED-987)

Subj: LETTER OF APPRECIATION

1. Upon your departure from the Bureau of Medicine and Surgery, I wish to extend my sincere appreciation for your exceptional efforts over the past 5 1/2 years. You can reflect with great pride and a deep feeling of accomplishment on your achievements.

2. Since coming to the Bureau of Medicine and Surgery in 1993, you have provided exceptional support for the Personnel Management and Administrative Branch (MED-987), Program Policy and Resources Division (MED-98). With duties in such diverse areas as civilian personnel, travel, training, and military manpower, you continually exceeded the expectations of your customers and seniors. Of special significance was your support to the various management offices under the Program Executive Officer.

3. Of particular note is your excellent accomplishment in establishing, implementing, and managing the training process for the Bureau of Medicine and Surgery. As a result of your efforts, the importance of employee development was recognized and critical training was made available to all Bureau of Medicine and Surgery employees. Further, your work in military manpower and with the Civilian Program Manager Selection Boards helped ensure proper staffing and timely identification of replacements for critical military and civilian positions. In addition to performing your regular duties, you provided excellent photography support for numerous change of command, retirement, and special award ceremonies.

4. You can take great pride in the numerous accomplishments and significant contributions you have made to the team. Through dedication and hard work, you provided stellar assistance to all the military and civilian employees of the Bureau of Medicine and Surgery.

5. I extend to you the sincere appreciation of your friends and associates, and express best wishes for success in all your future endeavors.

Manny Jeerial

9 Jul 1999

Sample

LETTER OF APPRECIATION – UPON RETIREMENT

From: Assistant Chief for Strategic Management

To: Ms. Anna Bell (MED-536)

Subj: LETTER OF APPRECIATION

1. Upon your retirement from the Bureau of Medicine and Surgery, I wish to extend my sincere appreciation for your exceptional efforts over the past 18 years. You can reflect with great pride and a deep feeling of accomplishment on your achievements.

2. Since coming to the Bureau of Medicine and Surgery in 1982, you have provided exceptional support for the Personnel Management and Administrative Branch (MED-536), Program Policy and Resources Division (MED-53). With duties in such diverse areas as civilian personnel, travel, training, and military manpower, you continually exceeded the expectations of your customers and seniors. Of special significance was your support to the various management offices under the Program Executive Officer.

3. Of particular note is your excellent accomplishment in establishing, implementing, and managing the training process for the Bureau of Medicine and Surgery. As a result of your efforts, the importance of employee development was recognized and critical training was made available to all Bureau of Medicine and Surgery employees. Further, your work in military manpower and with the Civilian Program Manager Selection Boards helped ensure proper staffing and timely identification of replacements for critical military and civilian positions. In addition to performing your regular duties, you provided excellent photography support for numerous change of command, retirement, and special award ceremonies.

4. You can take great pride in the numerous accomplishments and significant contributions you have made to the team. Through dedication and hard work, you provided stellar assistance to all the military and civilian employees of the Bureau of Medicine and Surgery.

5. I extend to you the sincere appreciation of your friends and associates, and express best wishes for success in your retirement, and in all your future endeavors.

S. T. FISHER  
Deputy

9 Jul 1999

AWARD SUMMARY

NAME OF AWARD:

Informal Recognition:

"Pat-On-The-Back" Note

E-Mail

"Thank You" Note

Write On Board

REFERENCE:

N/A

JUSTIFICATION FOR AWARD:

Any effort, accomplishment, service, action, or deed from an individual or group of BUMED that deserves a thank you or acknowledgement. Any milestone, anniversary, or special date that is significant to an individual or group that is cause for celebration or mention.

ELIGIBILITY:

Any member of BUMED's staff.

REQUIRED DOCUMENTATION:

None

APPROVING OFFICIAL:

Anyone

APPROVAL PROCESS:

Complete the desired form of acknowledgement (form, note, E-mail, board, etc.) and forward as appropriate. (Consider routing through the individual's supervisor or sending the supervisor a copy of the acknowledgement.)

PROCESSING TIME:

Immediate

AWARD:

"Pat-On-the-Back" Note\*, E-Mail message, "Thank You" Note\*\*, or Message on Board

\* Available in electronic format from all EAs.

\*\* Available from all EAs.

# "PAT-ON-THE-BACK"

## BUMED Route Sheet

Subj: PAT-ON-THE-BACK AWARD

Date: \_\_\_\_\_

To: \_\_\_\_\_

Code: \_\_\_\_\_

**SAMPLE**  
(Stocked by each EA)

**WELL DONE !!**

Signature: \_\_\_\_\_

Date/Phone: \_\_\_\_\_

### ROUTING:

To:	Initials:	Date:	Purpose:

#### Purpose

- (1) Forward
- (2) Information
- (3) Presentation
- (4) Retention

9 Jul 1999

Sample

E-MAIL

Individual, one-time effort

Adam - Thanks for the great effort on researching the workload issue. The information you provided was right on target and enabled us to promptly answer the Admiral's question. Great work!

-Betty

To staff upon return from a week's leave

"Having just returned from a very nice and relaxing leave, I am informed that last Friday a safe broke and was destroyed in trying to gain access to it. (At least I have complete deniability in this situation, because I wasn't here.)

In contrast to the above, I also learned that a significant amount of work was accomplished, especially some critical rush projects in completing actions before the billet file was closed. This involved several people shifting some work, working extra hours, and adjusting days off and personal time. The entire office pulled together as a team and accomplished some excellent work in a short time.

I just wanted to acknowledge each of your efforts and **Thank You for a job Well Done!!**

To staff member after announcement of Civilian of the Year selection

John-

Congratulations on a Great Year!! While not being selected as the civilian of the year, there is still a lot you can be proud of with your accomplishments this past year. Being civilian of the quarter and thus among the top four in the command recognizes these achievements and your standing within the civilian community.

(The bad news is, of course), that we now expect a continued high level of accomplishment and achievement from you. On the other hand, we know that you will continue to provide just that.

Again, **CONGRATS!!!**

To office after a day dedicated to cleaning the office

TO: The Hard Workers of MED-16

**GREAT JOB WITH THE OFFICE CLEAN UP!!**

I want to thank everyone for the efforts put forward in last week's clean up day. The office is really looking great and we now have a better environment in which to work. I hope you all agree the effort was worth it.

Thanks to Mary for overseeing/organizing the effort; thanks to James and Sue for getting rid of the extra equipment; AND again, thanks to EVERYONE for their work and support of the clean up.

Lunch was great too.

9 Jul 1999

AWARD SUMMARY

NAME OF AWARD:

Length of Service Certificate

REFERENCE: N/A

JUSTIFICATION FOR AWARD:

These awards recognize significant milestones in employee's careers and emphasize that service to the Government rather than to a particular Department or Agency is being recognized. Recognition is given for total length of Federal service, civilian and all honorable military service. They are presented for each 5-year increment of service from 10 years through 50 years.

ELIGIBILITY:

Any civilian on BUMED's staff who has reached one of the 5-year milestones.

REQUIRED DOCUMENTATION:

Appropriate Length of Service certificate

APPROVING OFFICIAL:

Chief, BUMED

APPROVAL PROCESS:

The Human Resources Office will verify and prepare the appropriate certificate. (Supervisors should be aware of milestones that are reached and ensure the certificate is being processed.)

PROCESSING TIME:

The certificate should be presented no later than the quarter immediately following the quarter in which the milestone is reached.

AWARD:

Certificate and pin.

9 Jul 1999

AWARD SUMMARYNAME OF AWARD:

Retirement Certificates

REFERENCE: N/AJUSTIFICATION FOR AWARD:

This award is presented to an employee upon their retirement from Government service and recognizes the individual's career service to the Government rather than to a particular Department or Agency. Recognition is given for total length of Federal service, civilian and all honorable military service.

There is also a spousal certificate that is presented to the spouse of the retiring employee.

ELIGIBILITY:

Any civilian who is retiring and their spouse.

REQUIRED DOCUMENTATION:

Letter of Appreciation (documenting the individual's career assignments and achievements)  
Retirement Certificate

APPROVING OFFICIAL:

Chief, BUMED

(Note: employee's with 40 or more years of service may receive a certificate signed by SECNAV)

APPROVAL PROCESS:

The supervisor (or designated individual) should review the employee's personnel file and compile a list of career positions, milestones, and achievements. (The Human Resources Office will assist with this review.)

Write a letter documenting the individual's career and achievements.

Obtain retirement certificate and spouse certificate.

Route package via chain of command for Chief, BUMED signature.

For SECNAV signature, a letter requesting the signature, return envelope, and the completed certificate should be submitted to the Administrative Division of the office of the Secretary of the Navy.

PROCESSING TIME:

Allow 20-30 days for entire process within BUMED

(For SECNAV signed certificates: request as far ahead as possible)

AWARD:

Retirement letter

Certificate

Spousal certificate

9 Jul 1999

Sample

LETTER OF APPRECIATION – UPON RETIREMENT

DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY

2300 E STREET NW

WASHINGTON DC 20372-5300

Mr. Van Ishing  
Bureau of Medicine and Surgery  
Washington, DC 20372

Dear Mr. Ishing;

Your retirement from civil service on 1 April 1998 marks the conclusion of a distinguished career of service to your Government and country. You can reflect with great pride and a deep feeling of accomplishment on your achievements for more than 31 years of employment with the Federal Government.

After serving 4 years in the United States Army, you were hired by the Military Sealift Command in October 1971, where you held positions as a budget analyst and then a manpower analyst. Moving to the Defense Logistics Agency in 1974 as a management analyst, you were working as a strategic planner and served as a training officer. Three years later, you received a promotion and moved to the Strategic Systems Project Office, where you were the head of the Manpower Requirements Branch. Another promotion 4 years later found you moving to the Naval Air Systems Command where you served as a senior management analyst supporting the field activities and, upon another promotion, as the Administrative Officer for Program Management.

Moving to the Bureau of Medicine and Surgery, in 1996, as the Deputy for Strategic Management, you have distinguished yourself by improving the management processes of that organization, by implementing a Bureau of Medicine and Surgery strategy for employee advancement, and by representing the command during the development and implementation of several tri-service information management programs. In addition, you provided direct oversight and support to Bureau of Medicine and Surgery's Employee Improvement and Mentoring Program.

You can take great pride in your career. Among your many and varied accomplishments are the significant contributions you made to the Bureau of Medicine and Surgery, including the tremendous and valuable improvements to the Strategic Management Administrative Operations Program. Through dedication and hard work, you provided stellar assistance in maintaining a vital program in an environment of declining resources.

I extend to you the sincere appreciation of the Bureau of Medicine and Surgery and the United States Navy, for a dedicated and admirable civil service career. I wish you the best in your retirement. May you enjoy continued success and good fortune in all your future endeavors.

FLAG OFFICER  
Chief, BUMED

9 Jul 1999

AWARD SUMMARYNAME OF AWARD:

Deputy Chief's Trophy

REFERENCE:

N/A

JUSTIFICATION FOR AWARD:

This award is presented to a BUMED organizational group or permanently established team in recognition of their efforts that have high values or benefits to the command. It rewards teamwork by recognizing the high value or significant benefit to BUMED or its mission or a major accomplishment a group or team has achieved. It is awarded to a team or organizational entity whose achievements set a high standard for innovation, creativity, professionalism, or achievement that has had a significant impact on the accomplishment of the mission of BUMED or the improvement of the quality of work life at BUMED. Justification for this award could include (1) improving operations of the command, (2) achieving a significant command objective, (3) increasing the professional stature of the command, (4) accomplishment of major milestone or completion of a major task or project, or (5) other significant effort or achievement.

ELIGIBILITY:

Any organizational entity or permanent team of BUMED.

REQUIRED DOCUMENTATION:

Nominations for recognition may be submitted to the Deputy Chief or they may identify a recipient on their own. Nominations prepared in memorandum format should contain a description of the specific accomplishment(s) and benefit(s) and provide some detail or background addressing the reason the nominated team or organization deserves this recognition. Generally, the nomination is made within a few paragraphs on a single page memorandum.

APPROVING OFFICIAL:

Deputy Chief, BUMED

APPROVAL PROCESS:

Nominations may be submitted at any time during the year. Nominations should be submitted via the chain of command by means of a memorandum.

PROCESSING TIME:

Awarded quarterly during the first 2 weeks of the quarter.

AWARD:Traveling Trophy  
Permanent Certificate

9 Jul 1999

AWARD SUMMARY

OTHER CIVILIAN AWARDS:

The following is a list of other awards available to civilians. However, they either target a select population of civilians (e.g. engineers, disabled, executives) or are less commonly used. More information on these awards can be obtained by contacting BUMED's Command Civilian Personnel Service Office or Human Resources Office. The implementing instruction or guidance will provide details for recommending and justifying the award and the approval process.

- DON Distinguished Public Service Award
- DON Superior Public Service Award
- DON Distinguished Achievement in Science Award
- DoD Distinguished Public Service Award
- SECDEF Award for Outstanding Public Service
- President's Award for Distinguished Federal Civilian Service
- Presidential Medal of Freedom
- Presidential Citizens Medal
- Senior Executives Association/Professional Development League (SEA/PDL) Executive Excellence Award
- Federal Executive Institute Alumni Association (FEIAA) Executive of the Year Award
- Outstanding Navy Employee with Disabilities
- Arthur S. Fleming Awards to Honor Outstanding Men and Women in the Federal Government
- Eugene G. Fubini Award
- GEICO Public Service Award
- Roger W. Jones Award for Executive Leadership
- William A. Jump Memorial Award for Distinguished Career Service in Public Administration
- Donald L. Scantlebury Memorial Award for Distinguished Leadership in Financial Management Improvement
- Women in Science and Engineering (WISE) Award

9 Jul 1999

RECOGNITION CEREMONIES AND PROGRAM SUGGESTIONSCOMMAND1. Regular Award Ceremony

At least quarterly, perhaps monthly, a regularly scheduled awards ceremony should be held to recognize the accomplishments of teams and individuals by presenting significant awards and recognitions.

2. Announce awards in the Plan-of-the-Day

Periodically, perhaps monthly, a list of award and recognition recipients should be published in a special section of the "Plan-of-the-Day".

3. Central bulletin board to list awardees and display pictures of presentation

A list of award and recognition recipients and pictures of the award ceremony should be displayed prominently on a central bulletin board. Pictures of retirement ceremonies or luncheons and other recognition functions should also be displayed.

4. Day of Excellence – annual staff recognition day

One day of the year should be designated and set aside to celebrate the many accomplishments of the staff. Awards ceremonies and recipients of the past year should be honored with displays of pictures and lists of awards and recipients. Cake and punch could be served. This would be a great opportunity to announce the recipients of several yearly or significant awards such as the Civilian of the Year, the Supervisor of the Year, and recipient(s) of the Chief, BUMED's Award.

9 Jul 1999

RECOGNITION CEREMONIES AND PROGRAM SUGGESTIONS

ASSISTANT CHIEFS, CORPS CHIEFS, AND EQUIVALENT MANAGERS

1. Regular "All-Hands" meetings (quarterly)

Quarterly "All Hands" meetings are encouraged at this level. The purpose of the meetings would be to disseminate information and recognize staff through the presentation of awards and recognition, such as Letters of Appreciation, Cash Awards, Time-Off Awards, any "internal" awards or recognition, Length-of-Service Certificates, etc. Also, it would be a great opportunity to "Hail and Farewell" new and departing staff.

2. Presentation in individual's work area

Occasionally, it is recommended that a manager or supervisor present an award or recognition, such as a Letter of Appreciation, Time Off Award, etc. to the individual in his or her own work spaces.

3. Announcements at staff meetings

This would recognize an individual before the heads of other departments for the word to be passed down and would let managers and supervisors know what worthy accomplishments are being achieved in other departments.

4. "State of the Department" brief

A variation of the "All Hands" meetings, this is an opportunity to reward all staff members by letting them know what has been achieved over the past year, the direction of the department for the next year or so, and what is expected in the near future.

5. Session with the boss

Select 3, 4, or 5 individuals from the various divisions or one entire division for a 30-minute "group" (uninterrupted) sit down with the Head or Deputy to discuss work, morale, conditions, or any other business related items on the minds of the individuals. The intent is to get input and feedback in a relaxed environment from staff members about what their concerns, issues, suggestions, etc. are.